



DATE: March 11, 1993

TO: District Engineers
District Field Engineers
Resident/Project Engineers
District Construction Engineers

FROM: Gerald D. Dobie
Engineer of Construction

RE: Construction Instructional Memorandum 1993-10
Extras and Adjustments Over \$10,000

All EXTRA and ADJUSTMENT Recommendations totalling \$10,000 or more, with units of LUMP SUM or DOLLARS, are to have backup documentation attached.

The documentation should show how final costs were determined in a clear, concise manner. It does not have to follow the FORCE ACCOUNT format.

Recommendations received in Lansing without the documentation attached, will be returned to the Resident/Project Engineer.

Engineer of Construction

GDD:JKG:srh

cc:	Staff Engineers	Engineering Services Division
	Staff Technicians	Design Division
	S. Olszewski	M&T Division
	S. Wehrle	MCPA
	H. Linne, Maintenance	MRBA
	R. Homrich, OMA	MAPA

Subject: Authorizations